Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

You have always been one of our valued customers and we would like to thank you for your support and loyalty.

Last year, we had to increase our prices as the raw material prices rose because of the high inflation rate. Despite this, you continued to be our loyal customer and understood the rise. We highly appreciate your support in our difficult time.

We also want to thank you for your timely payments. We hope our relationship would continue in the future as well.

With thanks,

Name Here

Your Title